Windward Ho‘olaule‘a
Saturday, September 28, 2013 – 10 a.m. to 9 p.m.
Windward Community College Campus – Great Lawn

TRADE SHOW APPLICATION
(Application also available at: windward.hawaii.edu/hoolaulea)

Trade Show Fee: $125 (includes covered tent space, with
one 8’x2.5’ table and 2 chairs)
$25 (optional fee for electrical outlet)

Application deadline is Sept. 10, 2013

- Enclosed is my application fee of $125 for one covered area/table from 10am until 4pm
- Enclosed is additional $25 for optional electrical outlet

Contact Person: ___________________________ Title: ___________________________
Company Name: __________________________________________________________________
Mailing Address: __________________________________________________________________ Zip: ______________
Phone: ___________________ Cell: __________ Fax: __________ E-mail: _______________________

Featuring at Trade Show________________________________________________________________________

- Yes, I want to donate ____________________________ to the Silent Auction, benefiting WCC student programs.
  
  - This is an alcohol-free event.
  - We strongly recommend that you provide an exciting, interactive display.
  - On a first-come, first-served basis, vendors will be chosen by the type of business – to limit duplication. Your business
    will be screened by the Windward Ho‘olaule‘a steering committee. You will be sent a confirmation letter or email.
  - Trade Show vendors may not sell any food, including snacks, sandwiches, salads or drinks.
  - You are responsible for damages to your assigned work area at set-up, during the event, and at time of take down.
    Set-up time is 8:45–9:45am on day of event. Please bring your own table covering.
    Breakdown is to be no earlier than 4:00pm. Trade Show is open from 10am until 4pm.
  - Children, age 10 and under, are not allowed in the booth area for liability reasons.

Submit with the application form the following:
1. Check for area as indicated above.
   - $125 Trade Show fee
   - $25 (optional electrical outlet fee)
2. Copy of G.E.T. License (if selling items)

Checks are payable to:
WINDWARD HO‘OLAULE‘A
Mail to:
Kaneohe Business Group – Windward Hoolaulea, C/O Trade Show
P.O. Box 927, Kaneohe, HI 96744

MAHALO FOR YOUR CONTINUED SUPPORT TOWARD MAKING THIS EVENT SUCCESSFUL
WINDWARD HO‘OLAULE‘A 2013 STEERING COMMITTEE